



Environmental Health
1900 E. 9th St. N.
Wichita, KS 67214
(316) 268-8351

Licensing Process for Food Establishments

Before opening, building, remodeling, or purchasing a food establishment in Sedgwick County, you should contact the City of Wichita Environmental Health office. This notification process allows us to assist you from the very beginning. The consultation that we provide will help to eliminate costly mistakes as you progress in your construction, business conversion, or purchase.

It is important that you know the food safety regulations for food service establishments. The Kansas Food Code and state laws relating to the licensure and operation of a food service establishment require compliance for the prevention of foodborne disease and the protection of the public's health.

PLANNING

Plan Review: Kansas Food Code Section 8-201.11 requires the submission of plans and specifications of food establishments that are: newly constructed, the conversion of an existing structure to a food establishment or the remodeling of a food establishment. The plans must include the proposed layout, mechanical schematics, and construction materials and finish schedules. Some restaurant plans are reviewed in conjunction with the building plan reviews conducted by the Metropolitan Area Building and Construction Department (MABCD). Please contact Environmental Health at 316-268-8351 to discuss your facility's plan review.

Purchasing and Remodeling: If purchasing or remodeling an existing food establishment, the facility will be required to meet the current code requirements before licensure. If a remodel is planned, a food facility plan review will be required.

Equipment: Equipment and facilities will be required to meet food safety standards. Household equipment may not meet the requirements in the Kansas Food Code, as they are not designed for commercial use or designed to provide and maintain food safely.

LICENSES & FEES

Licensing Requirements: The following is a list of minimum facility and environmental requirements for licensing food establishments:

- Water from an approved source
- Approved sewage disposal & plumbing
 - **For most facilities, an in-ground grease interceptor is required. Contact Environmental Health for additional information regarding your facility.**
- Adequate refrigeration and holding facilities (41°F or below for cold holding & 135°F or above for hot holding)
- Hand washing facilities in food preparation and ware washing areas
- Approved ware washing facilities (dishwasher or 3-compartment sink with drain boards on each side)
- Food prep sink with indirect drain
- Hot and cold water to all fixtures required to use water with adequate capacity (110°F or above for hot water)
- Employee restroom
- Smooth, easily cleanable, and nonabsorbent floors, walls, and ceilings (concrete floors sealed)
- Mop sink
- Absence of pests/ Infestations (**prefer pest contract set up with company**)
- Absence of imminent health hazards

Fees and Application: The fees to open a food establishment are based on establishment size and risk. Annual license fees range from \$110 to \$625, and the one-time application fees range from \$175 and \$350. A completed application must be submitted with the appropriate fees prior to operating. Fees are not prorated and all licenses are required to be renewed by March 31st of each year. A renewal notice is sent by the Kansas Department of Agriculture to each licensed establishment. The renewal payment must be sent to Topeka by March 31st to avoid penalties. Establishments selling packaged foods may require an additional \$75 license from the City of Wichita.

In addition, a licensing inspection must be completed and the facility must meet food safety requirements prior to operation and issuance of a food service license. It is illegal to operate a food establishment without a valid license. **Licenses cannot be transferred between persons, corporations, or locations.** Separate licenses are required for mobile units.

Licensing Inspection: Contact Environmental Health to schedule a licensing inspection prior to opening.

Food Safety Certification: A Food Handler's Card is required for employees who work in a food service establishment in the city of Wichita. Free classes are held at Environmental Health. Classes are offered in English and Spanish. For dates and times visit our website at <http://www.wichita.gov/Government/Departments/PWU/Pages/Food-Tobacco.aspx> .

***DON'T FORGET THESE ADDITIONAL TIPS**

- Check with your local building or county/ city code department for additional plumbing, electrical, and ventilation regulations. A building permit is required in many municipalities. In Sedgwick County, contact the Metropolitan Area Building and Construction Department (MABCD) at (316) 268-4461 or (316) 660-1840.
- Contact your local fire department for fire code regulations. In Wichita, fire inspections for food and drinking establishments are handled by the Fire Prevention Office at (316) 268-4441.
- Contact your local zoning department to confirm that your proposed use does not conflict with zoning regulations. In Wichita, call (316) 268-4479.



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